

**ST.CROIX CHIPPEWA INDIANS OF WISCONSIN****Education/Youth Program**

24663 Angeline Ave. Webster, WI 54893

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## **Higher Education Policies and Procedures**

The Higher Education/Youth Program offers an Financial Aid Award through BIA.

### **The St. Croix Financial Aid Award Policy and Procedures**

This Financial Aid Award was created to assist eligible St. Croix Chippewa of Wisconsin Tribal members that meet the **1/4 degree requirement** who are enrolled in an accredited college, and /or university, pursuing a degree leading to post Bachelor's or Graduate degree.

The purposes of these policies are set forth rules to govern the awarding of the BIA funds administered by the Education/Youth Program.

### **\*4 YEAR POST SECONDARY AND BEYOND\***

#### **Costs Covered under the St. Croix Scholarship**

- Tuition
- Fees
- Institutional fees
- Text Books and or Ebooks (if required by institution).
- Supplies required by course and noted specifically in syllabus.
- On/Off campus-housing (dorm/lodging) for the individual student only, at full-time status.
- AP/Youth Options courses.
- Online courses
- Study Abroad

**Additional costs not covered, but may be considered under the St. Croix Financial Aid Award include the following, depending on circumstances:**

- Retakes due to low/passing grade
- Travel arrangements
- Extra-curricular Activities
- Basic school supplies (note books, pens, etc.)
- Laptops/computers needed for educational purposes.
- Tutoring assistance based on special needs.

## I. ELIGIBILITY REQUIREMENTS

- A. Must be a St. Croix Enrolled Member or meet the ¼ degree descendency (copy of your tribal ID and /or copy of parents St. Croix tribal ID).
- B. Must be officially accepted into an accredited post-secondary institution.
- C. Students are required to apply for FAFSA.
- D. Students are required to apply for additional grants and scholarships.
- E. W-9 filled out by student and a W-9 filled out by college (2 forms will be provided in this packet).
- F. Students are required to submit a personal essay (350 word minimum).
- G. Must be enrolled as a full-time, half-time, or part-time undergraduate or graduate student.
- H. Undergraduate students must have and maintain a minimum cumulative semester GPA of 2.5.
- I. Graduate students must have and maintain a minimum cumulative semester GPA of 3.0.
- J. If on probation, the student must develop and follow an educational improvement plan.
- K. For continuous funding after completion of a degree, students attending a two year college/institution must transfer to a 4-year school; students attending a 4-year college/institution must continue on for a Masters, and so on.
- L. Students must respond to any/all communications from the St. Croix Education/Youth Program as required for pertinent information/updates.

## II. ENROLLMENT PROCESS

The St. Croix Financial Aid is awarded for the full duration of school, for each semester providing the student continuously meets all academic requirements and provides all information requested. All applications will be screened by the St. Croix Education/Youth Program for completeness and eligibility.

### *\*Application Deadlines*

Applications are required to be submitted to the St. Croix Education/Youth Program on or before the following dates:

- July 1<sup>st</sup> for the Fall semester
- November 1<sup>st</sup> for the Winter or Spring semester
- April 1<sup>st</sup> for the Summer semester

*\*Failure to adhere to these deadlines may result in denial of the scholarship and/or delay in school enrollment/funding.*

### **A. Application for new students:**

- Fully completed St. Croix Financial Aid Award Packet
- Copy of High School Transcript and/or diploma, or General Equivalency Diploma (GED) from an accredited institution.
- Official transcripts or grade reports from previously attended colleges/universities, if applicable.
- Letter of Acceptance from college/university or proof of registration from institution.
- A personal essay (350 word minimum) must be submitted based on the following questions: **Provide a personal essay-what are your strengths and weaknesses? Also, based on your life experiences, how do you feel they have prepared you for your life goals? What are your life goals? Who has inspired you in your life?**

### **B. Process for continuing students**

- Students must confirm with St. Croix Education/Youth Program that all “personal information” is up to date.
- The student must be in good standing (not suspended).

*\*For students previously suspended or placed on probation from the St. Croix Financial Aid Award and/or had dropped/withdrawn from the program without approval or proper notification may be required to adhere to certain criteria for recertification to receive award again.*

## **III. ST. CROIX FINANCIAL AID AWARD ACADEMIC REQUIREMENTS**

- **All students must submit their class schedule on or before the first two weeks of classes.**
- **For every semester/term students must submit a copy of their transcript/grades to St. Croix Education/Youth Program for continuous eligibility.**
- Continuing students must also confirm personal information is current.

### **Academic Requirements**

Students will receive funding for each semester and remain eligible for the St. Croix Financial Aid Award under the following requirements:

#### **Grade Point Average (GPA) and Credit Hours**

- Full-time student: must earn a minimum of 12 credit hours or more with a cumulative semester/trimmest GPA of 2.5 on a scale of 4.0 at the end of the semester/trimester.
- Half-time student: Must earn between 6-11 credit hours with a cumulative semester/trimmest GPA of 2.5 on a scale of 4.0 at the end of a semester/trimester.
- Part-time student: Must earn a minimum of 6 credit hours or more with a cumulative semester/trimester GPA of 2.5 on a scale of 4.0 at the end of the semester/trimester.
- Summer student: Must earn a minimum of 6 credit hours or more with a cumulative semester/trimmest GPA of 2.0 on a scale of 4.0 at the end of the summer session.

#### **Masters and Doctoral students:**

- Full-time students: Must earn a minimum of 6 credit hours or more with a cumulative semester/trimester GPA of 3.0 on a scale of 4.0 at the end of the semester/trimester.
- Part-time student: Must earn a minimum of 3 credit hours or more with a cumulative semester/trimester GPA of 3.0 on a scale of 4.0 at the end of the semester/trimester.

## **IV. AWARD AMOUNTS BASED ON CREDIT HOURS**

### **Undergraduate students:**

- Full-time (12 credits or more) may receive up to \$3000.00 for tuition/fees, books, and dorm.
- Half-time (6-11 credits) may receive up to \$1500.00 for tuition/fees and books.
- Part-time (less than 6 credits) may receive up to \$750.00 for tuition/fees and books.

#### Masters and Doctoral students:

- Full-time (6 credits or more) may receive up to \$2,500.00 for tuition and \$500.00 for books.
- Half-time (3-5 credits) may receive up to \$1,250.00 for tuition and \$500.00 for books.

#### Summer students:

- 6 credits or more may receive up to \$1,500.00 for tuition/fees, books and dorm.

#### Youth Options/AP Courses

- High School Students may receive assistance for pre-college courses and or youth options courses while attending 11<sup>th</sup> and 12<sup>th</sup> grade and depending on good academic status. If the School Districts are unable to pay for these courses, the St. Croix Education Department may provide assistance. The St. Croix Education Department must be notified prior to signing up for any AP/Youth Options courses. Assistance will be determined by the St. Croix Education Department.

#### Study Abroad/Internships:

- Financial assistance may be awarded to those students studying abroad. Assistance will be determined by the St. Croix Education/Youth Program.

### V. BILLING AND ANY ADDITIONAL REQUIREMENTS

- The St. Croix Financial Aid Award may only be applied towards a current/final balance while attending.
- An itemized invoice/bill from the college for each semester. This invoice must be from the college/university that has the list of charges in detail; it must include the student's name, student I.D. and name of the college/university attending.
- It is highly suggested to submit tuition bills prior to applying school loans to qualify for the full amount allowed based on credit hours.
- Fines, credit card bills, late fees/charges, or bill in collections will not be covered by the grant.

### VI. ACADEMIC PROBATION AND SUSPENSION POLICY

If a student fails to adhere to the St. Croix Financial Aid Award Requirements, preferably to GPA requirements, they can be placed on probation for the following semester.

#### Academic Probation

- Students who do not meet the minimum St. Croix Financial Aid Award requirements for one semester will receive an *Academic Probation* letter from the St. Croix Education/Youth Program, placing the student on probation for the following semester/trimester.
- Students who fail to meet the requirements after being placed on *Academic Probation* will be suspended and ineligible for the scholarship program.

#### Suspension

- Students can be suspended from the St. Croix Financial Aid Award for any of the following reasons:

- ❖ **Failure to submit official transcripts or grade reports to the St. Croix Education/Youth Program within one month of the end of the semester/trimester.**
- ❖ **Failure to notify any changes of information or update contact information.**

- Once a student's St. Croix Financial Aid Award has been suspended, the student will not be eligible for future awards or reinstated until the student earns a minimum of 12 credit hours (over any time frame), and a GPA of 2.5 (3.0 for post graduate) or better for each class.
- Upon reinstatement, if the student fails to adhere to the St. Croix Financial Aid Award rules and requirements, they will be automatically suspended and may be ineligible for future awards.

### **Automatic Suspension/Denial of Scholarship**

Students will be automatically suspended and rendered ineligible for the St. Croix Financial Aid Award (with no probationary period) and **will be required to reimburse costs and fees awarded for any of the following reasons:**

- Failure to complete the semester/trimester without notifying St. Croix Education/Youth Program.
- Failure to notify the St. Croix Education//Youth Program of 'withdrawal/drop' status within 5 working days after the separation.
- Suspension or dismissal from the school/institution for policy violations.
- Providing false/misleading information.

### **Dropping or Withdrawing from a class or classes**

- Students must notify the St. Croix Education/Youth Program of their intent to drop or withdraw from a class, as it may put you under a different status for funding (half-time or part-time).

### **Withdrawal from school**

Any student intending to withdraw from school is required to adhere to the following procedures:

- Students must notify St. Croix Education/Youth Program of their intention to withdraw from school within 7 working days.
- Failure to notify St. Croix Education/Youth Program may result in the student having to reimburse funding received from the St. Croix Scholarship.

### **Academic Improvement Plans**

In order to remain eligible, students must submit a copy of their recent official transcripts or grade reports to the St. Croix Education/Youth Program. At that time the student will be required to submit and updated educational plan (goals) to show how they plan to improve and maintain good academic standing. The students are then reminded that completion of degrees must adhere to the following required:

- A. Under the full-time, half-time, and part-time scholarship status, the respective degrees or programs must be completed within the time frame allowed:
  - Associate degree not to exceed three (3) years
  - Bachelor's degree not to exceed six (6) years including the years spent earning an Associates degree. If a student decides to switch majors after receiving an

Associates, they may need to take additional courses to fulfill the new requirements; this could take additional time than anticipated.

- B. If a student requires more than three years earning an Associate degree, or more than five years to earn a Bachelor's degree, the student may be financially responsible for the costs (tuition, fees and books) associated and /or incurred thereafter, unless approved by St. Croix Education to extend their semester(s). At this time they must be in total compliance with the academic requirements.

## VII. DEAN'S/PRESIDENT LIST

St. Croix Education/youth Program promotes academic success which may include providing an additional award for those achieving a cumulative GPA of 3.5 and above. This amount may be determined by the Financial Aid Award Committee, and may include but is not limited to personal expenses.

## VIII. SPECIAL NEEDS

St. Croix Education/Youth Program may provide academic incentive for those requiring special needs assistance, depending upon circumstances and grades.

**The St. Croix Education/Youth Program would like to wish you good luck in your educational endeavors and look forward to supporting you to reach your goals for the success of our tribe and future!**

**St. Croix Education/Youth Program**



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EMAIL: [karenw@stcroixtribalcenter.com](mailto:karenw@stcroixtribalcenter.com)**St. Croix Financial Aid Award Agreement**

1. I will abide by the St. Croix Financial Aid Award Policies as set forth by the St. Croix Education/Youth Program
2. I will submit an updated schedule of classes, grades, and tuition bill for each term.
3. I will remain in school to complete my chosen program as noted in educational plan within the set time frame.
4. If I withdraw from school or choose to take time off, I will notify the St. Croix Education/Youth Program.
5. If I withdraw from the program without proper reason and documentation, I may lose the opportunity to receive the grant until further notice.
6. If I drop classes which have been paid for through the St. Croix Financial Aid Award without valid reason/documentation, I may be subjected to pay the money back to the program. This will include money disbursed for tuition, fees, books, and dorm.
7. If I fail to maintain the minimum GPA requirement of 2.5 for undergraduates and 3.0 for graduate, I may be placed on academic probation/suspension until further notice.

**I have read and understand the St. Croix Scholarship Agreement, and I will comply with the conditions set forth.**

**Student/Parent Signature** \_\_\_\_\_

**Date:** \_\_\_\_\_

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EMAIL: [karenw@stcroixtribalcenter.com](mailto:karenw@stcroixtribalcenter.com)**St. Croix Education/Youth Program****Higher Education Program Certification****APPLICATION NAME** \_\_\_\_\_**APPLICATION DATE** \_\_\_\_\_**SCHOOL & LOCATION** \_\_\_\_\_

- **SCHOOL ACCEPTANCE LETTER ON FILE**
- **HIGHSCHOOL DIPLOMA/HSED/GED ON FILE**
- **ST. CROIX SCHOLARSHIP APPLICATION**
- **ST. CROIX SCHOLARSHIP AGREEMENT SIGNED**
- **AUTHORIZATION TO RELEASE INFORMATION**
- **STUDENT CONTACT FORM**
- **PERSONAL ESSAY (350 WORD MINIMUM)**
- **STUDENT PROGRESS REPORT (GRADES)**
- **CLASS SCHEDULES (REQUIRED EACH SEMESTER)**
- **MEET SPECIFIC ANCESTRY REQUIREMENTS**
- **FAFSA REPORT (EFC DETERMINED)**

I certify that my application and appropriate documents are on file and have been reviewed. The above applicant has met program requirements and will be notified of St. Croix Scholarship acceptance.

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 Karen Washington, St. Croix Education

Date





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EMAIL: [karenw@stcroixtribalcenter.com](mailto:karenw@stcroixtribalcenter.com)**St. Croix Education/Youth Program****Student Contact Form****Name:** \_\_\_\_\_**Address:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Telephone****Home:** \_\_\_\_\_**Cell:** \_\_\_\_\_**Alternate:** \_\_\_\_\_**Email:** \_\_\_\_\_**Advisor Name:** \_\_\_\_\_**Other contact information/notes:**

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EMAIL: [karenw@stcroixtribalcenter.com](mailto:karenw@stcroixtribalcenter.com)**COLLEGE TOURS POLICIES AND PROCEDURES****A. COLLEGE VISITS:**

The St. Croix Chippewa Indians of Wisconsin may sponsor any in/out of state Higher Education Institution visits within the Continental United States.

The following are the qualifying guidelines for any college visit(s) sponsored by the Education Department:

**To qualify, the student must:**

- a. Current High School grade student or be a high school/GED graduate.**
- b. Have a good attendance record**
- c. Must have a cumulative GPA of at least 2.0**
- d. Must adhere to the rules of good behavior as set forth by the Education Department.**
- e. Must be drug/alcohol free.**

**Education Travel Expenses covered:**

- a. Round trip transportation for students may be provided by the Education/Youth Program for students and chaperones.**
- b. Hotels and food may also be covered towards college visits, depending on approval.**
- c. "Per diem" may be provided, depending upon approval.**
- d. All travel must be approved/arranged by the St. Croix Education/Youth Program and the St. Croix Tribal Council.**

# ST. CROIX CHIPPEWA INDIANS OF WISCONSIN

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## ST. CROIX FINANCIAL AID AWARD

St. Croix Education Department requires current grades, class schedules and tuition bill to determine qualification.

Application #:

### PART I: TO BE COMPLETED BY STUDENT

School Year 20 \_\_\_\_\_ - 20 \_\_\_\_\_

Date Received: \_\_\_\_\_

Previously Applied: ☐ Yes ☐ No

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ M.I. \_\_\_\_\_ Maiden \_\_\_\_\_

Marital Status: ☐ Single ☐ Married ☐ Divorced \_\_\_\_\_ Date of Birth \_\_\_\_\_ Tribal ID # \_\_\_\_\_

Home Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone Number \_\_\_\_\_ E-mail Address \_\_\_\_\_

Name and Address of High School Attended - Type of high school: ☐ Public ☐ Private ☐ BIA ☐ GED ☐ HSED \_\_\_\_\_ Graduation Date \_\_\_\_\_

Name and Address of Institution you plan to attend Status: ☐ FR. ☐ SO. ☐ JR. ☐ SR. ☐ Graduate Credits: \_\_\_\_\_ Term Attending: ☐ Fall ☐ Winter ☐ Spring ☐ Summer

Major Course of Study \_\_\_\_\_ Expected Degree ☐ Associates ☐ Bachelors ☐ Masters ☐ Doctorate

Father's Name \_\_\_\_\_ Tribe/Reservation \_\_\_\_\_ Date of Birth \_\_\_\_\_

Mother's Maiden Name \_\_\_\_\_ Tribe/Reservation \_\_\_\_\_ Date of Birth \_\_\_\_\_

### STUDENT STATEMENT OF CERTIFICATION - IMPORTANT- READ CAREFULLY

I declare that the information given by me on this form is true, correct and complete to the best of my knowledge and that if granted assistance I will use it only for educational expenses and purposes, and agree that this information may be shared between the Bureau of Indian Affairs, Tribe, State and the institution. I further agree that I will contact the financial aid office of the institution I have selected and will apply for financial aid available to me. I request the financial aid office to notify the BIA-State-Tribe of my financial need and authorize any school I am attending to release a copy of my transcript to the BIA-State-Tribe at the end of each academic period. I request that any Bureau scholarship funds awarded to me be mailed to me in care of the financial aid or business office at the institution I attend.

Signature of Student/Applicant \_\_\_\_\_

Date \_\_\_\_\_

### PART II: TO BE COMPLETED BY TRIBAL ENROLLMENT OFFICE

I certify that the above named applicant is a ☐ member ☐ descendant of the \_\_\_\_\_

Tribe and is \_\_\_\_\_ degree of Indian blood according to available records.

Signature of Certifying Official \_\_\_\_\_

Date \_\_\_\_\_

**PART III: TO BE COMPLETED BY THE FINANCIAL AID OFFICER (SUBMIT COPIES TO TRIBE AND HEAB)**

BUDGET PERIOD FROM \_\_\_\_ / \_\_\_\_ / \_\_\_\_ TO \_\_\_\_ / \_\_\_\_ / \_\_\_\_

☐ Full-time ☐ Part-time

Number of credits: \_\_\_\_\_

Student is considered: ☐ Dependent ☐ Independent**SCHOOL EXPENSES**

Tuition and Fees	\$ _____	Tutoring Services	\$ _____
Books and Supplies	\$ _____	Special Needs	\$ _____
Room and Board	\$ _____	Uniforms/Shoes	\$ _____
Personal Expenses	\$ _____	Licences/Exam Fees	\$ _____
Transportation	\$ _____	Other	\$ _____
Childcare	\$ _____	<b>Total Expenses</b>	\$ _____
Rent	\$ _____	<b>Assessed Need</b>	\$ _____

**RESOURCES**

Student/Spouse Contribution	\$ _____
Parental Contribution	\$ _____
Veterans Benefits	\$ _____
Social Security	\$ _____
DVR	\$ _____
Other	\$ _____
<b>Total Resources</b>	\$ _____

**WE HAVE MADE THE FOLLOWING AWARDS**

Pell Grant	\$ _____	Minority Retention Grant	\$ _____	Scholarships	\$ _____
SEOG	\$ _____	College Work/Study	\$ _____	SSIG	\$ _____
Tuition Grant	\$ _____	Perkins Loan	\$ _____	WHEG	\$ _____
State Indian Grant	\$ _____	Subsidized Loan	\$ _____	Unsubsidized Loan	\$ _____
				Other	\$ _____

\_\_\_\_\_  
Signature of Financial Aid Officer\_\_\_\_\_  
Name of Institution\_\_\_\_\_  
Date**PART IV: AWARD POINT SYSTEM**

The St. Croix award committee will utilize the following point system to determine amount of award to be given.

**Level of Education** \_\_\_\_\_H.S. Diploma-1 pt, 2 year degree-2 pts,  
4 year degree-3 pts, Masters-4 pts, Doctorate-5 pts**G.P.A.** \_\_\_\_\_2.5-1 pt, 2.75-2 pts, 3.0-3 pts,  
3.5-4 pts, 4.0-5 pts**Progress in IEP** \_\_\_\_\_

0-5, based on progress

**Contingency** \_\_\_\_\_

0-5 based on requirements

**Total Amount of Expenses** \_\_\_\_\_\$0-\$1,999.-1 pt, \$2,000.-\$3,999.-2 pts,  
\$4,000.-\$5,999.-3 pts, \$6,000.-\$7,999.-4 pts,  
\$8,000. and above-5 pts**Number of Dependents** \_\_\_\_\_1-3 dependents-2 pts, 3-5 dependants-3 pts,  
5-7 dependents-4 pts, 7 and above-5 pts**Location of School/Work/Training** \_\_\_\_\_0-100 miles-1 pt, 101-300 miles-2 pts,  
301-500-3 pts, 501-800-4 pts, 801+--5 pts**Additional Financial Aid Assistance** \_\_\_\_\_

0-5 based on award committee

**Special Needs** \_\_\_\_\_

0-5 based on how high of needs

**Incentive (Dean's List/Presidential)** \_\_\_\_\_

0-5 based on award committee

**Total Points** \_\_\_\_\_**Amount Awarded** \$ \_\_\_\_\_

BIA/Tribal Grant	Sem./Qtr.	1	\$ _____	2	\$ _____	3	\$ _____	4	\$ _____	<b>Total</b>	\$ _____
Tribal Supplement	Sem./Qtr.	1	\$ _____	2	\$ _____	3	\$ _____	4	\$ _____	<b>Total</b>	\$ _____